

**JOINT COMMISSION
ON
SHARED SERVICES INITIATIVES**

Minutes – October 27, 2011

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: October 27, 2011 **TIME:** 7:30 a.m. **LOCATION:** Room 2550, Courthouse

COMMITTEE CHAIR: Dave Duax **RECORDER:** Linda DesForge

Commission Members Present:

City: Dave Duax, Kerry Kincaid, Jackie Pavelski
County: Colleen Bates, Gregg Moore, Gerald Wilkie
School District: Carol Craig, Kathryn Duax
Commission Members Absent: Trish Cummins

Staff Present: Tom McCarty, Ron Heilmann, Linda DesForge

AGENDA ITEM #1: Call to Order.

Chairman Dave Duax called the meeting to order at 7:38 a.m.

AGENDA ITEM #2: Approval of minutes of Joint Commission on Shared Services Initiatives meeting of September 22, 2011.

ACTION: Kathryn Duax made a motion, seconded by Colleen Bates, to approve the minutes as presented. The motion passed by unanimously.

AGENDA ITEM #3: Discussion and approval of the Service Optimization and Process Review Report for the Joint Commission on Shared Services Initiatives from Craig Rapp, LLC.

The Commission members reviewed the report with the changes that were requested at the last meeting.

ACTION: A motion was made by Jackie Pavelski, seconded by Gerald Wilkie, to approve the Service Optimization and Process Review Report as presented. The motion passed unanimously.

AGENDA ITEM #4: Review of the recommendations of the Subcommittee on Dissemination of the Service Optimization Report to the public.

The Commission will hold a Press Conference on October 28. A draft fact sheet prepared by the Subcommittee was distributed to Commission members for review. The City, County and School District each prepared a draft resolution accepting the Service Optimization Report. The fact sheet, resolutions, and final report will be available at the Press Conference.

AGENDA ITEM #5: Consideration of recommendations to transmit to the County Board, School Board, and City Council.

Each entity will present the Service Optimization and Process Review Report to their respective boards for acceptance.

AGENDA ITEM #6: Discussion of Commission Bylaws.

A copy of the Commission Bylaws was distributed. After a few suggested changes, the Commission decided to review a draft of the Bylaws, with the changes, at its next meeting.

AGENDA ITEM #7: Discussion of future agenda items and future meeting dates.

- **Discussion of Commission Bylaws.**
- **Discussion of setting meeting dates for 2012.**

AGENDA ITEM #8: Adjournment.

**ACTION: Kathryn Duax made a motion, seconded by Jackie Pavelski, to adjourn the meeting.
The motion carried, and the meeting adjourned at 9:16 a.m.**

| FUTURE MEETING DATES: | TIME: | LOCATION: |
|------------------------------|--------------|------------------|
| Thursday, December 1, 2011 | 7:30 a.m. | City Hall |